Application To Employ
(for Attorneys/Trustees)

This is the procedure for a submitting an application to employ. In this example, the debtor's attorney will be filing an application to employ an auctioneer. If you are a trustee submitting an application to employ yourself as attorney for the trustee, please see the separate instructions regarding that procedure.

STEP 1   Click the Bankruptcy hyperlink on the CM/ECF Main Menu. **(See Figure 1.)**

Figure 1

STEP 2   The **BANKRUPTCY EVENTS** screen displays. **(See Figure 2.)** Your screen may appear different as menu selections are assigned by user permissions.

Figure 2

—   Click the Motions/Applications hyperlink.

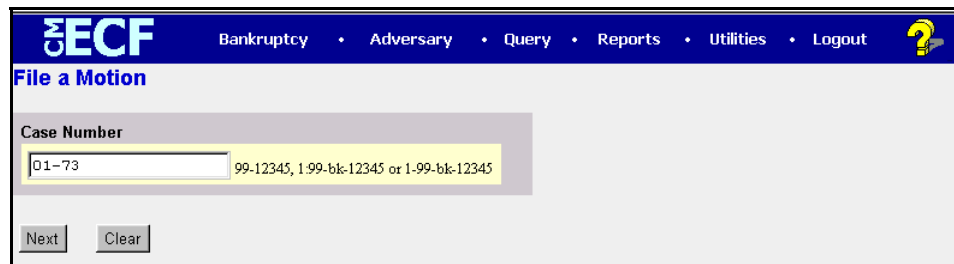**STEP 3**   The **CASE NUMBER** screen displays. (**See Figure 3.**)

Figure 3

—   Enter the case number in YY-NNNNN format.

—   Click **[Next]**.

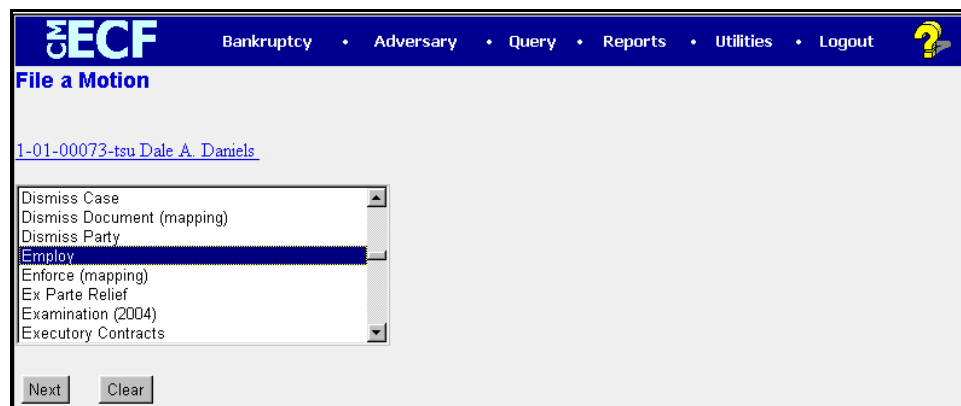**STEP 4**   The **DOCUMENT SELECTION** screen displays. (**See Figure 4.**)

Figure 4

—   Scroll the **Document Selection** pick list to select the Employ Relief.

NOTE: To locate your event quickly, type the first letter of the entry (*E* for Employ) and the highlight bar will immediately select the first event beginning with E.

—   Click **[Next]**.

STEP 5 The attorney **JOINT FILING** screen will then display.
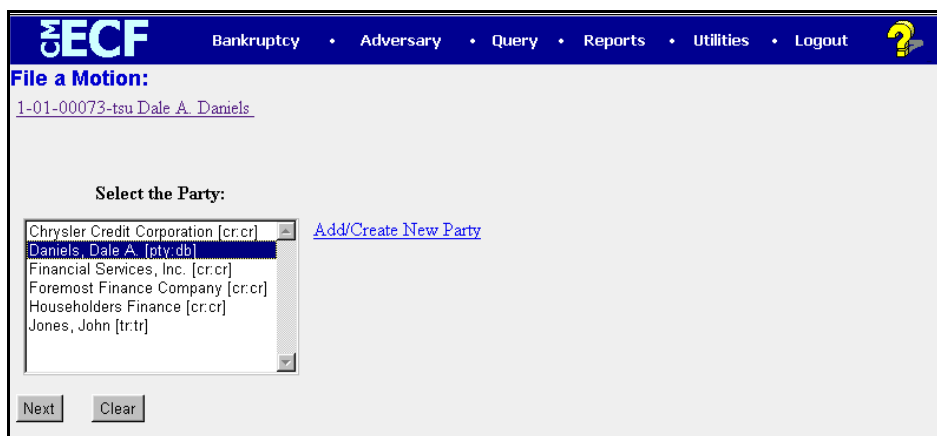**(See Figure 5.)**

Figure 5

— This screen is used only if another attorney is joining in a filing. If you are the only trustee/attorney filing this application, skip this screen.

— If this is a joint filing and the box is checked, a listing of attorneys presently on the case will be presented for selection.

— Click **[Next]**.

STEP 6 The **PARTY SELECTION** screen will be presented listing all the participants presently on this case. **(See Figure 6.)**
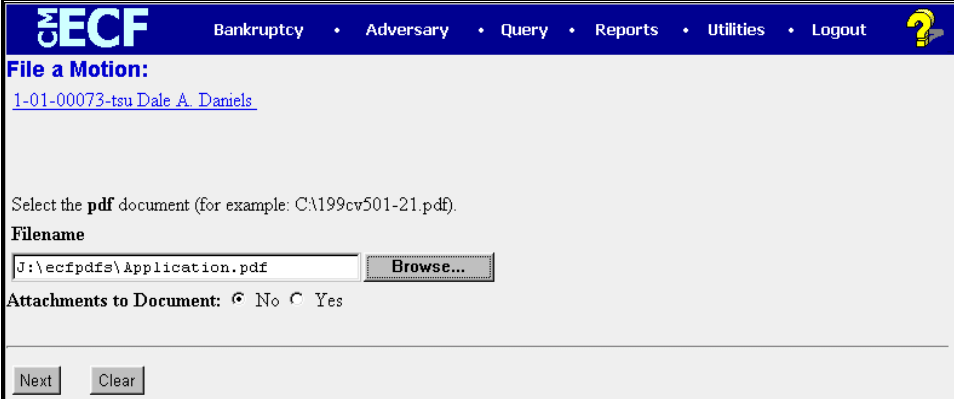

Figure 6

— Select the party you represent.   If you are filing as the trustee, select the trustee in the **Party Selection** window. Click **[Next]** to continue.

STEP 7   The **ATTORNEY/PARTY ASSOCIATION** screen may appear. If this screen appears, do <u>not</u> check this box.

STEP 8   The **PDF DOCUMENT SELECTION** screen displays. **(See Figure 8a.)**

Figure 8a

—   Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.

- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 8b.)
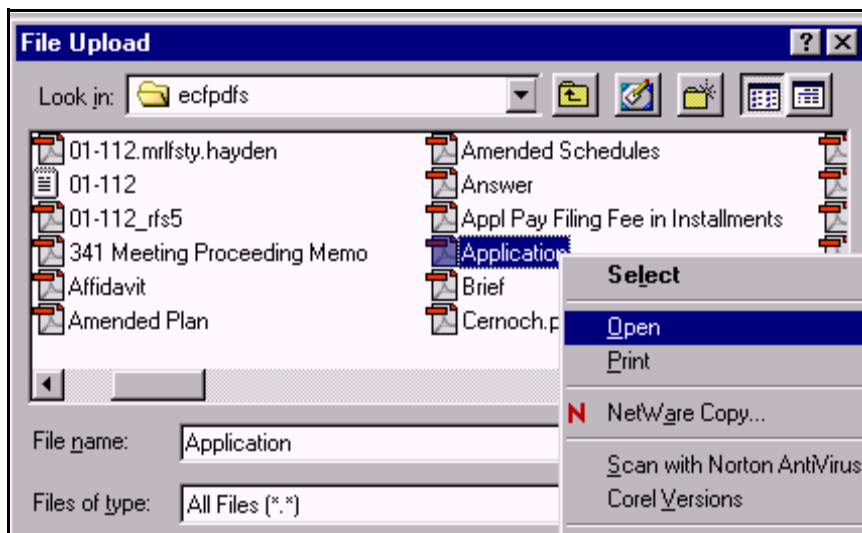

Figure 8b

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.

- Close or minimize the Adobe application and if that is the correct file, click **Open** on the **File Upload** dialogue box. (See Figure 8c.)
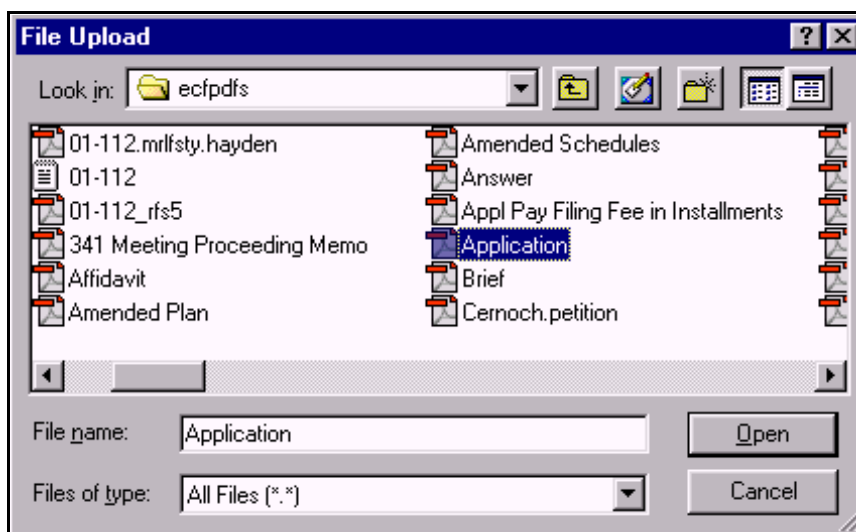

Figure 8c

STEP 9 A **DOCUMENT INFORMATION** screen displays next.
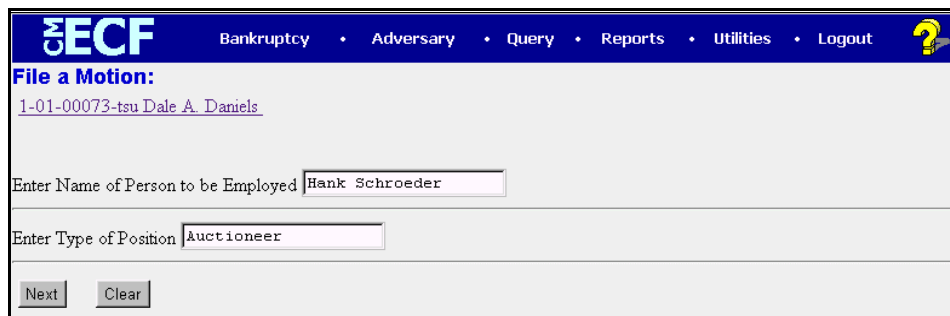**(See Figure 9.)**

Figure 9

— The information typed in the windows displayed above will appear in docket text.

— Click **[Next]** to continue.

STEP 10 The **MODIFY TEXT** screen will display a supplemental text box and a prefix box to add more detail to the docket text.
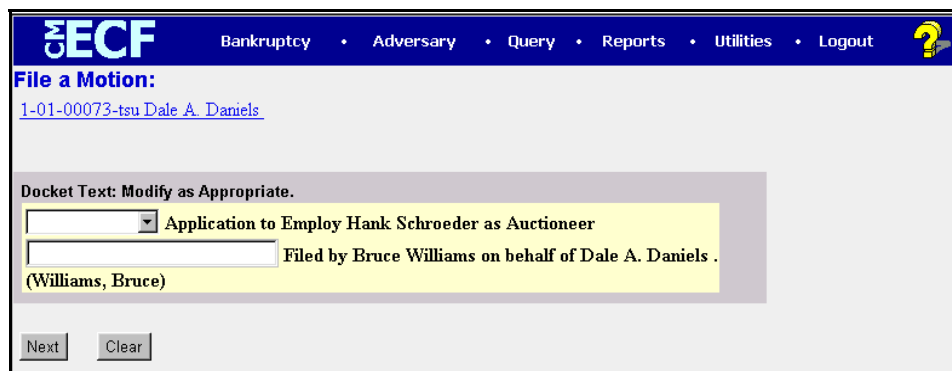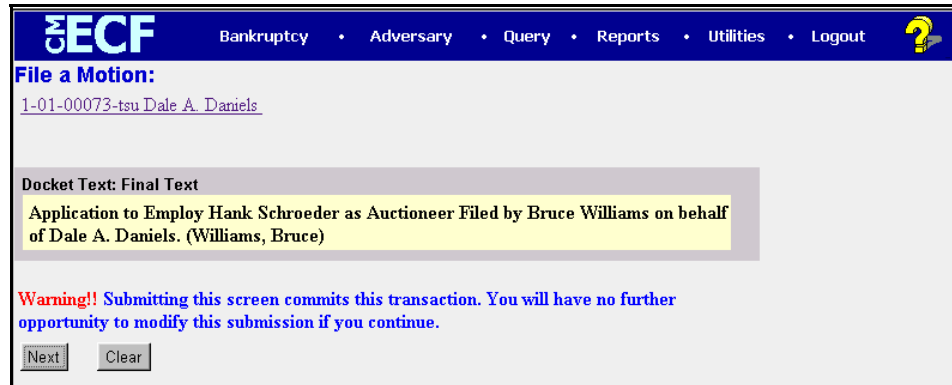**(See Figure 10.)**

Figure 10

• Click the down arrow – to display the prefix options. If appropriate, select a descriptive prefix.

• If necessary, add detail to the final text.

• Click **[Next]** to continue.

STEP 11   The **FINAL APPROVAL** screen will appear. **(See Figure 11.)**

Figure 11

—   Carefully verify the final docket text. Read the warning message and proceed.

—   If correct, click **[Next].**

—   If the final docket text is incorrect:

•   Click the browser **[Back]** button to find the errors(s) and proceed with the event.

•   To abort or restart the transaction (at any time), click the **Bankruptcy** hyperlink on the **Menu Bar**.

STEP 12   The **NOTICE OF ELECTRONIC FILING** screen displays.
(See Figure 12.)

Figure 12

—   The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.

—   Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.

—   Clicking on the document number hyperlink will present the PDF image of the document just filed. Clicking on the document number here will allow you to view the filed document once without charge.

—   Scroll down to see participants who have or have not registered for electronic noticing on this case.

—   To print a copy of this notice, click the browser **[Print]** icon.

—   To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

STEP 13   Trustee and Attorney users will have access to the **Notice of Electronic Filing** at the time of their filing. Subsequent access to any Query or Report programs must go through the PACER system. Users must already be registered with the PACER system to have a login and password. Note the information on the screen below. **(See Figure 13.)**

Figure 13